

INSTRUCTIONS FOR PREPARING FORM NO. 139  
RECORDS CONTROL SCHEDULE

- A. Schedule No. A number will be assigned by the Records Management Staff upon approval of the Schedule.
- B. Office, Division, Branch. Enter the specific organizational element to which the schedule pertains, such as, Office, of Public Service, Special Services Division, Personnel Branch.
- C. Concurrence. The signature and title of the Chief of the organizational element will be obtained after the schedule has been prepared and reviewed. The signature will be entered in the first page of that portion of the schedule covering the records for which he is responsible. When all signatures have been obtained the schedule should then be submitted to the Head of the Office or his designate for review and concurrence. His signature will be entered on the first page of the schedule which will indicate not only his approval for his immediate office or staff but for the entire schedule.
- D. Item Number. Beginning with item number one, list and number each series, starting with the records of the Office Chief and continue consecutively through each organizational unit of the Office. The use of sub-item numbers is permissible when subordinate file series are component parts of an overall file.
- E. File Identification. The precise description of each series of records will be entered in this column. This descriptive data requires the utmost care in its preparation. In general, this data must be sufficient to accurately identify the records and enable a determination of propriety of the disposition prescribed for them. Specifically, each file identification will consist of five elements, namely: The title or name of the file; description of documents of which the file consists; a brief statement of the specific function or operation incident to which the files are maintained; a statement concerning the filing arrangement; and inclusive dates to the file.
- F. Volume. Enter the volume in terms of cubic feet for each file series. Fractions of cubic feet will be expressed in tenths by use of the decimal point e. g., 1.5, 20.3, etc. The volume for

a file series measuring less than one-tenth foot will be entered as .1.

- G. Disposition Instructions. Entries in this column will be made only after careful appraisal and evaluation of the records series. The column will consist of four elements and will be entered in the order given below:

(1) Preface each instruction with the word "Permanent" or "Temporary" whichever is applicable.

(2) The second element consists of the phrase "Disposal not authorized" if the records are of permanent value. Records of temporary value will cite a disposal standard, e.g., "Destroy after 3 years," "Destroy 2 years after audit," "Destroy upon separation of employee," etc.

(3) By application of cut-off procedures give complete instructions for the cut-off and retirement and/or destruction of the files. These instructions may be indicated as "Cut-off at end of each calendar year; hold for one year then transfer to the Records Center," "Place in noncurrent file upon liquidation of obligation; hold for one fiscal year then transfer to the Records Center."

(4) Whenever possible, cite the disposal authority after the disposition instruction. This may be obtained from the General Record Schedules or from special authorities previously obtained from National Archives and Records Services.

- H. When all concurrences have been received within the Office, forward three copies of the completed schedule to the Records Administration Staff for review and final Agency approval.

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RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U. S. Congress the attached Records Control Schedule # 00-00 for the Office of XXXXXXXX, XXXX Station, XXX Staff, XXX Branch is approved and implementation of the disposition instructions contained therein is authorized.

Preparation:

\_\_\_\_\_  
(Records Custodian)

CONCURRENCE:

\_\_\_\_\_  
(Directorate) Records Management Officer

Review:

\_\_\_\_\_  
(Office) Records Management Officer

APPROVED:

\_\_\_\_\_  
(Agency) Records Administration Officer

\_\_\_\_\_  
Date

**S A M P L E**

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RECORDS CONTROL SCHEDULE			SCHEDULE NO. 34-89
OFFICE, DIVISION, BRANCH			CONCURRENCE
Office of XXX, Services Division			SIGNATURE <i>John F. Smith</i>
			TITLE Chief, SD/XXX DATE 27 June 1969
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	DIVISION SUBJECT FILES  These are the correspondence and report files of the division responsible for reproduction, printing, and distribution matters. The files accumulate in the general administration of daily activities. Included are documents relating to personnel, training, workloads, production, security, and other related subjects. The official files are maintained in the Administration Branch. Filed according to Agency Subject Filing System. 1967-to date	2.5	Temporary. Destroy after 3 years. Cut off at end of each calendar year; transfer to the Records Center 1 year thereafter. (GRS 13-1)
2	REPRODUCTION REQUISITION FILE  a. Reproduction requisition (pink copy), Work Ticket, work order, delivery ticket, control card, and related documents accumulated in the course of processing and controlling a job until completed. Filed by job number. (Current)  b. Suspense copies of requisitions.	5.0       .1	Temporary. Destroy after 1 year. Cut off at end of each fiscal year, retain for one year then destroy. (GRS 13-3)  Temporary. Destroy when jobs completed. (non record)
3	REFERENCE PUBLICATIONS  Copies of Agency publications, commercial brochures, catalogues, and publications of other Government agencies collected and maintained for reference purposes. Included are Agency Regulations, Agency Handbooks, Army Regulations, trade journals, magazines, etc. Filed categorically by source.	7.2	Temporary. Screen periodically and destroy when superseded or no longer needed for reference purposes. (non record)

ITEM NO.	FILES IDENTIFICATION SAMPLE	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>COMMUNICATION CONTROL RECORDS</p> <p>They reflect the receipt, internal routing and disposition of communications handled by the Office.</p> <p>a. Signed Document Receipts returned by recipients for complete material. (Current)</p> <p>b. Courier Receipts Office copy of courier receipts.</p> <p>c. Secret and Below Logs Used to record communications received and dispatched by the office.</p> <p>d. Top Secret Logs Logs maintained to indicate accountability for Top Secret documents within the office.</p>	<p>.2</p> <p>.3</p> <p>.5</p> <p>.1</p>	<p>Temporary. Destroy after 2 years. Cut off at end of each calendar year, hold for two years then destroy. (GRS-18-3)</p> <p>Temporary. Destroy after 3 months (non record)</p> <p>Temporary. Destroy after 1 year. Cut off at end of each calendar year, retain for one year then destroy. (GRS-12-6a)</p> <p>Temporary. Destroy 10 years after documents have been transferred, destroyed or downgraded (GRS-18-6)</p>
5	<p>COMMITTEE FILES</p> <p>These files contain material relating to various Agency or Inter-Agency committees such as the XYZ committee for which this office provides the chairman and the secretariat.</p> <p>a. The correspondence, memoranda, minutes, agenda, reports, and project material reflecting activities of the committee. Files are maintained by the secretariat and filed by subject and chronologically.</p> <p>b. Extra copies and committee members files used as working copies and for general reference. Files maintained by individual members.</p>	<p>11.0</p> <p>5.0</p>	<p>Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for one year then transfer to the Records Center. (GRS 19-2a)</p> <p>Temporary. Destroy when obsolete or no longer needed for reference purposes. (GRS 19-2a)</p>